

**HOTEL TAX**  
**1% AND 2%**

Read instructions on reverse side  
This report *must be received by the North Little Rock City Clerk and Collector*  
**On or before the 20<sup>th</sup> day of the month**  
(Otherwise add Penalty as instructed on reverse side)

**CITY OF NORTH LITTLE ROCK**  
**DEPARTMENT OF ADVERTISING AND PROMOTION**  
**GROSS RECEIPTS TAX MONTHLY REPORT**

*Required by NLR Ord. 4990, 5503, 4530 and 4882*

**RETURN THIS COPY FOR PROPER CREDIT**

For the month of \_\_\_\_\_, 20\_\_

Business Name \_\_\_\_\_

Owner (and/or) corporation name \_\_\_\_\_

Physical address of business \_\_\_\_\_

**NOTICE**

**Make checks payable to the**  
**City of North Little Rock**  
Mail to:

*City Clerk and Collector*  
*P. O. Box 5757*  
*North Little Rock, AR 72119*

**COMPUTATION OF TAX**

1. Gross receipts \_\_\_\_\_ \$ \_\_\_\_\_  
(Total of cash receipts and credit sales) See reverse side, Instruction No. 1

**DEDUCT:**

2. Returned sales or refunds, if applicable \_\_\_\_\_ \$ \_\_\_\_\_

3. Other deductions as authorized by law \_\_\_\_\_ \$ \_\_\_\_\_  
(MUST BE DETAILED ON REVERSE SIDE See Instruction No. 7)

**NOTICE**

Total taxable receipts shown on this report  
must agree with total amount reported to  
the State Revenue Commissioner

Amount reported to State Revenue  
Commissioner \$ \_\_\_\_\_

**Attach remittance** before mailing  
**CHECK OR MONEY ORDER** only  
*Do not mail cash or stamps*

Total deductions \_\_\_\_\_ \$ \_\_\_\_\_

Taxable receipts \_\_\_\_\_ \$ \_\_\_\_\_

Tax due (1%) \$ \_\_\_\_\_ Tax due (2%) \$ \_\_\_\_\_

Less 2% of tax \$ \_\_\_\_\_ Less 2% of tax \$ \_\_\_\_\_

Penalty (10%) \$ \_\_\_\_\_ Penalty (10%) \$ \_\_\_\_\_

Total Tax and Penalty \$ \_\_\_\_\_ Total Tax and Penalty \$ \_\_\_\_\_

Memorandum of Credit (attached) \_\_\_\_\_ \$ \_\_\_\_\_

Total remittance attached (1% plus 2%) \_\_\_\_\_ \$ \_\_\_\_\_

**NOTE:** Remittance **MUST** be made with **separate checks** or **money orders**

"I hereby state, avow and/or affirm that the statements contained herein are full, true, and correct, as required by the provisions of Ark. Code Ann. § 26-18-201 *et. seq.*"

Date this report was prepared \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of Owner, Officer or Authorized Agent)

\_\_\_\_\_  
(Printed name of Owner, Officer or Authorized Agent, and Title)

## INSTRUCTIONS

1. All information supplied in this report should be on the basis of actual records and all records, including books of account, invoices, credit memoranda, refund slips and all other evidence of every kind which will substantiate and prove the accuracy of the return as made on this form are required to be kept for three (3) years, and open to the examination of the North Little Rock City Clerk & Collector, or agent.

2. Unless otherwise specially instructed the total receipts to be reported in this return for the purpose of computation of tax due are the gross receipts of such business, including both CASH RECEIPTS AND CREDIT SALES. (Item 1 of return.)

3. The return on this form is required to be DELIVERED to the North Little Rock City Clerk & Collector on or before the 20th DAY OF EACH MONTH and is for the PRECEDING CALENDAR MONTH. UPON FAILURE TO MAKE AND DELIVER THE RETURN WITHIN THE TIME MENTIONED, A PENALTY OF TEN (10%) PER CENT OF THE TAX SHOULD BE ADDED. "Failure to pay this tax subjects one to possible criminal charges and a **fifty dollars (\$50.00) per day late penalty** which will be sought if the collection of these taxes requires a law suit."

4. The tax should be remitted with this return so as to be received by the North Little Rock City Clerk & Collector before the 20th day of each month. FAILURE TO REMIT TAX BY THE 20TH OF EACH MONTH, OR THE FILING OF AN UNCOLLECTIBLE REMITTANCE (CHECK OR OTHERWISE), REQUIRES THE ADDITION OF TEN (10%) PER CENT OF THE AMOUNT OF THE TAX AS A PENALTY.

5. No cause for the failure to make and deliver this return and/or to remit the tax within the time required shall be considered UNLESS THE PENALTY OF TEN (10%) PER CENT OF THE TAX IS REMITTED. If such penalty is remitted the taxpayer may state cause for the failure to make such return and/or remit the tax within the time required, and if such cause is a reasonable one, credit will be given for the amount of such penalty on subsequent taxes collected. State any cause below.

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6. Acceptance by the North Little Rock City Clerk & Collector of tax remitted with any return shall not be conclusive as to the correctness of the matters set forth by the taxpayer in the return and shall not be finally determinative of the amount of tax liability.

7. Total "OTHER DEDUCTIONS" claimed in Item 3 of this return must be itemized, with each item identified and shown in separate amounts in the space provided below.

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